RECORDS MANAGEMENT TALK   8 February 1957

Today we continue our discussion on the Records Management Program and

will present to you the remaining two phases, namely, Records Maintenance and

Records Disposition. Records Maintenance includes:

a.Filing Systems--How do we file and then more significantly how do we

find it the items that are filed.

b. Standards--For the procurement and use of file equipment and file

supplies.

c. Vital Materials. This phase of our program will be discussed by Tom

Scott.

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The final phase of the Records Management Program is concerned with what

we call Records Disposition. This includes inventorying of Records, a

description of them, agreements as to how long they should be kept in the

office, whether they should be transferred to a more economical place for keeping

when they cannot be destroyed and their ultimate disposition, that is,

whether they should be retained permently to archible material or destroyed.

_____ will discuss this phase of the program with you.   STAT

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Before concluding our presentation of the Records Management Program I would

like to tell you about the use of the Staff Study approach to a recent experience

in our field. We might consider this from two viewpoints:

1. By the use of three graphic presentations we were able to condence

the picture that was required to be formerly submitted to the PRC in 14 pages.

This in itself is a considerable accomplishment. Next I would like to show you

by the use of these charts how they became, a _____ has said previously,   STAT

"A thinking piece" in presenting our position to the project review committee

Here is how it works.